ACADEMIC MISCONDUCT REPORTING FORM

Send all information (including supporting documents) to the Student Rights & Responsibilities Office in B-bldg Suite 119 or email to SRR@neiu.edu. Retain a copy of all documents sent.

Before proceeding with a conference with the student, the faculty member should consult with the Student Code of Conduct http://www.neiu.edu/university-life/sites/neiu.edu.university-life/files/documents/tfneumei/conductCode.pdf.

The faculty should use this form at the conclusion of the informal conference to document the outcome of the conference and to inform the Student Rights & Responsibilities Office of actions taken or actions desired as a result of the academic misconduct. Reporting this information is also crucial to SRR’s ability to assess patterns of academic integrity issues for individual students as well as the university as a whole.

I. Faculty Information:

Name of faculty making report: _______________________________ Date: ______________________

NEIU email address: _______________________________ Phone: ______________________

II. Indicate which academic misconduct is alleged:

_______ 1. Cheating. Use or attempted use of any unauthorized assistance in taking an exam, quiz, or other assignment.

_______ 2. Encouraging Academic Dishonesty. Intentionally or knowingly helping or attempting to persuade and/or influence another to violate the University’s rules, policies, or regulations governing academic integrity.

_______ 3. Fabrication. Deliberate falsification or design of any material or excerpt in an academic assignment or exercise.

_______ 4. Plagiarism. Appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one’s original work. This includes (1) paraphrasing another’s ideas or conclusions without acknowledgement; (2) lifting of entire paragraphs, chapters, etc from another’s work; and (3) submission as one’s own work prepared by another person of agency.

III. Student Information:

Name: ____________________________________________________________ NEIU ID: __________________

Dept & Course No. __________________________ Section No. __________________________

Date(s) of Incident: __________________________ Date of Conference (if applicable): __________________________
IV. Describe what occurred (attach additional pages if necessary):

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V. Actions taken by the faculty (check all that apply): (additional penalties may be imposed by the Student Rights & Responsibilities Office after reviewing this form and other records)

[ ] 1. Referral for a formal disciplinary hearing in the Student Rights & Responsibilities Office (If you do not check this option, the SRR will not conduct a formal hearing unless the student has prior academic dishonesty violations)

[ ] 2. Resubmit assignment/paper/project. Requirements and due date: __________________________

[ ] 3. Retake exam

[ ] 4. Complete additional assignment, course work, exam, or paper

[ ] 5. Lower grade on assignment/exam/paper involved (specify grade) _______________

[ ] 6. Failing grade on assignment/exam/paper involved

[ ] 7. Required to withdraw from course with a “W” or “F” or lowered grade (specify grade) __________

VI. Administrative Signatures

Faculty Submitting Report: ____________________________ Date: ________________

Department Chair (if applicable): ____________________________ Date: ________________

Dean of College (if applicable): ____________________________ Date: ________________